

COOPERATIVE OCCUPATIONAL FAMILY & CONSUMER SCIENCES (COFACS)

The Family and Consumer Science academic standards for Cooperative Occupational Family & Consumer Sciences (COFACS) support the course description, which can be found at <http://www.doe.in.gov/octe/facs/cofacs.html>.

Standard 1

Career Planning

Students understand the process involved in planning a career.

- COFACS.1.1 Identify workplace trends.
- COFACS.1.2 Research career pathways related to field of interest.
- COFACS.1.3 Establish career goals.
- COFACS.1.4 Demonstrate the decision making process.
- COFACS.1.5 Create a career plan.

Standard 2

Communication

Students demonstrate proficiency in communication skills.

- COFACS.2.1 Select and use appropriate technological communication.
- COFACS.2.2 Identify and demonstrate verbal and non-verbal communication in the classroom and workplace.
- COFACS.2.3 Demonstrate listening, reading, speaking, and writing on the job and in the classroom.

Standard 3

Computation

Students show proficiency in computation and problem solving.

- COFACS.3.1 Demonstrate basic mathematical operations.
- COFACS.3.2 Solve problems using algebraic methods.
- COFACS.3.3 Select and use appropriate standards of measure.
- COFACS.3.4 Apply basic statistical procedures.
- COFACS.3.5 Apply the problem-solving model.

Standard 4

Economics

Students understand basic economic concepts.

- COFACS.4.1 Define supply and demand.
- COFACS.4.2 Identify factors that cause changes in market supply and demand.
- COFACS.4.3 Analyze the risks/rewards of entrepreneurship.

Standard 5

Employment

Students demonstrate knowledge of employment strategies.

- COFACS.5.1 Prepare a career portfolio.
- COFACS.5.2 Demonstrate interviewing skills.

Standard 5.2

Computer Proficiency

Students show proficiency in using computer software.

COFACS.5.2.1 Select and use appropriate software.

COFACS.5.2.2 Utilize industry-specific software.

Standard 6

Human Relations

Students understand and apply the personal qualities that affect success.

COFACS.6.1 Demonstrate appropriate appearance for various occasions.

COFACS.6.2 Utilize appropriate etiquette for various occasions.

COFACS.6.3 Distinguish between ethical and non-ethical behaviors.

COFACS.6.4 Evaluate feedback to improve job performance.

COFACS.6.5 Demonstrate a positive customer/client attitude.

Standard 6.2

Group Dynamics

Students understand the importance of group dynamics.

COFACS.6.2.1 Identify issues between employers and employees.

COFACS.6.2.2 Explain procedures to take against sexual harassment.

COFACS.6.2.3 Apply effective team and leadership skills.

Standard 6.3

Diversity

Students understand diversity.

COFACS.6.3.1 Identify the benefits of diversity in the workplace.

COFACS.6.3.2 Describe examples of discrimination forbidden by law.

COFACS.6.3.3 Identify laws that prohibit discrimination.

Standard 7

Life Skills

Students show proficiency in financial management.

COFACS.7.1 Apply decision making in on-the-job and personal financial management.

COFACS.7.2 Demonstrate use of financial services.

Standard 7.2

Legal Rights

Students understand employee/employer legal rights.

COFACS.7.2.1 Explain the responsibilities of an employee.

COFACS.7.2.2 Describe the major parts of a legal contract.

COFACS.7.2.3 Explain laws in the workplace that protect the worker.

Standard 7.3

Self-learning

Students understand opportunities for self-learning.

COFACS.7.3.1 Describe continuing education programs in your community.

COFACS.7.3.2 Identify community programs designed to assist families.

COFACS.7.3.3 Outline methods of upgrading workplace skills.

Standard 7.4**Self-management**

Students demonstrate self-management.

- COFACS.7.4.1 Describe strategies for balancing work roles and family responsibilities.
- COFACS.7.4.2 Develop strategies for improving time management.
- COFACS.7.4.3 Identify opportunities to work from home.

Standard 8**Safety**

Students understand safety practices.

- COFACS.8.1 Identify causes of accidents and apply safety procedures to prevent accidents.
- COFACS.8.2 Describe how costs of accidents affect workers, employers, and the economy.
- COFACS.8.3 Identify governmental agencies that protect people's health and safety.

Standard 8.2**Health/wellness**

Students understand ways to maintain good health/wellness.

- COFACS.8.2.1 Explain the guidelines needed to stay physically healthy.
- COFACS.8.2.2 Assess stress factors in the workplace and at home.
- COFACS.8.2.3 Apply the principles of anger management.